

APPENDIX A

CASE FILE REVIEW METHODOLOGY

SAMPLE OF CHILD SUPPORT ORDERS

A random sample of child support orders was collected and analyzed for this study. The cases that were reviewed covered orders established or modified during calendar year 1999. This time frame was chosen in order to limit the review to orders established prior to the creation of the California Department of Child Support Services in 2000.

Conducted in October and November 2000, the case file reviews are limited to orders subject to the California child support guideline; interstate cases that are not subject to the California guideline are excluded. Also excluded are cases in which an order had not yet been established and orders where the combined family support and child support could not be separated using the information in the case file. The research design of the case file review mimics that of the case file review conducted for the Judicial Council's *Review of Statewide Uniform Child Support Guideline 1998*.

COUNTY SELECTION AND DEMOGRAPHICS

This case file review targeted 9 of the 11 counties that participated in the 1998 review. These counties were selected because they represent a cross section of sociodemographic factors (for example, geographic location, relative wealth, number of child support cases). The counties that participated in the study are Alameda, Fresno, Los Angeles, San Diego, San Luis Obispo, Santa Clara, Siskiyou, Solano, and Tulare. Amador and Tehama Counties were excluded from this review because of difficulties in getting the necessary information and the small number of cases that were being sampled from those counties.

Table A-1 compares sociodemographic characteristics from the 1998 review with more recent information for all 11 counties.

A-1

SAMPLE SIZE

The last case file review targeted a random sample of over 3,000 orders and obtained complete file information from 2,987 orders. For this study, a random sample of 1,000 cases was targeted—one-third the sample of the earlier study—which is more than adequate to detect significant differences between the findings of the two case file reviews. Sufficient information was obtained from 991 orders for the current sample. The desired county-specific sampling size for this study was based on a percentage of the previous study's sample size, with a minimum of 15 cases per county. Table A-2 depicts the proposed sample size for each county.

Table A-2 Sample Size by County					
	Previous Sample		Current Study Sample		
	Number of Orders Examined	% of Sample	Proposed Sampling	Actual Number of Orders Examined	% of Sample
Alameda	190	6.4%	65	66	6.7%
Amador	8	0.3%	15	0	0.0%
Fresno	468	15.7%	154	153	15.4%
Los Angeles	835	28.0%	276	303	30.6%
San Diego	453	15.2%	149	150	15.1%
San Luis Obispo	60	2.0%	20	20	2.0%
Santa Clara	369	12.4%	122	108	10.9%
Siskiyou	55	1.8%	18	18	1.8%
Solano	133	4.5%	44	14	4.4%
Tehama	26	0.9%	15	0	0.0%
Tulare	390	13.1%	129	129	13.0%
TOTAL	2,987	100%	1,007	991	100%

Method for Random Sampling of Cases

In order to remove the effect of bias in selecting case files to be reviewed, a random sampling technique was employed.

1. All family law/district attorney's office cases filed from January 1, 1999, to December 31, 1999, were identified.
2. Every 10th case was pulled for review.
3. Each case that was pulled was examined to determine if there was a current child support order. Cases with orders for arrears or health insurance only were not added to the sample.

The process of pulling cases and checking for a current child support order was repeated until enough cases were pulled to reach the proposed sample size for each county, or all of the family law/district attorney's office cases had been reviewed. If the sampling quota was not reached via this process, a second-pass sampling method was employed. Exhibit A-1 contains the detailed instructions provided to each county on the sampling process.

Exhibit A-1

Instructions for Case File Review for California Child Support Guideline Study

Step 1 Identify all family law/district attorney's office cases that were filed from January 1, 1999, to December 31, 1999.

Step 2 Pull every 10th case for review.

Step 3 For each case pulled, look for a "current" child support order.

DEFINITION

A "current" child support order **IS** an ongoing order for the support of one or more children that was calculated using the California child support guideline.

A "current" child support order **IS NOT** an arrears-only order or an order for payment of health insurance. These orders were not calculated using the guideline.

(a) If there is a current child support order that meets the definition, add the case to the sample.

OR

(b) If there is not a current child support order, return the case for refiling.

Step 4 Repeat Steps 1–3; that is, continue this process of pulling cases and looking for current child support orders until you have either:

(a) reviewed enough cases to meet the quota of cases for your county

OR

(b) gone through all the eligible family law/district attorney's office cases but have not reached the case quota for your county.

Step 5 If you have gone through all the eligible family law/district attorney's office cases but have not reached the case quota for your county, you will need to review more cases. The table below shows you how to select the sample for the additional cases. See examples below.

- *Example 1.* From the table below, if you reviewed 75% of the case quota the first time through, then you need to pull every 30th eligible case the second time through.
- *Example 2.* If you reviewed 35% of the case quota the first time through, then you need to pull every 5th eligible case the second time through.

If you have gone through all eligible family law/district attorney's office cases, but have not reached the case quota for your county, use the information below to select additional cases for review. (Also see [Step 5](#).)

<i>If XX% of the case quota was obtained the first time you selected cases, then . . .</i>	<i>Pull every Xth case the second time through the cases.</i>
5%	1
10%	2
15%	3
20%	3
25%	4
30%	5
35%	5
40%	7
45%	8
50%	10
55%	12
60%	15
65%	19
70%	23
75%	30
80%	40
85%	57
90%	90
95%	100

Step 6 Repeat steps until you have reviewed enough cases to equal the case quota for your county.

Step 7 Review and enter information on the Data Collection Tool for each case you select that has a current child support order. (Please refer to the attached copy of the Data Collection Tool and accompanying instructions.)

Step 8 Make copies of the documents you used to get the information for the Data CollectionTool for at least 10% of the cases you reviewed or for 10 CHILD SUPPORT cases, whichever is greater.

- If the documents are paper forms, please make sure they are stapled and have the file number clearly identified on the document(s).

- If the documents are scanned in, please name the electronic file beginning with the county initials (as referenced in table below), followed by an underscore “_” and then by the assigned file number for the case. For example, if the case is from Solano County, the file name would be SOL_FO15604.

Alameda	Fresno	Los Angeles	San Diego	Santa Clara	San Luis Obispo	Solano	Tulare	Amador	Siskiyou	Tehama
AL	FR	LA	SD	SC	SLO	SOL	TU	AM	SI	TE

Step 9 Please use the Federal Express forms provided with the instruction package to return the data collection instruments and supporting documentation to Policy Studies Inc. (PSI). The forms are already partially completed with PSI's address and billing information. You need to write in your name, your telephone number, and the date you mailed the materials

Step 10 Please call Sara Alan at Policy Studies Inc. (303-863-0900) when you send the Federal Express package.

METHOD FOR RECORDING THE DATA

Researchers from PSI reviewed all of the case files for Alameda, Fresno, San Diego, and San Luis Obispo Counties. County staff reviewed case files for Santa Clara, Siskiyou, and Solano Counties. For Tulare and Los Angeles Counties, a combination of PSI and county staff conducted the case file reviews. The Case File Review Tool used to analyze the orders is included in Exhibit A-2 along with detailed instructions on how to use the review tool in Exhibit A-3.

Case File Review Tool

SECTION I: CASE INFORMATION		
Q1. COUNTY _____	Q2. ORDER DATE	<div style="text-align: center; font-size: 2em;">/ /</div> <div style="text-align: center; font-size: 0.8em;">(MUST BE BETWEEN 1/1/99 AND 12/31/99)</div>
Q3. CASE # _____		
Q4. TYPE OF CASE (CHECK ONE) <input type="checkbox"/> DA CASE <input type="checkbox"/> NON-DA CASE		
Q5. MODIFICATION OR NEW ORDER? (CHECK ONE) <input type="checkbox"/> NEW ORDER <input type="checkbox"/> MODIFIED ORDER		
Q6. ORDER TYPE (CHECK ONE) <input type="checkbox"/> DEFAULT <input type="checkbox"/> CONTESTED <input type="checkbox"/> STIPULATION		

SECTION II: PARENT INFORMATION		
Q1. NUMBER OF CHILDREN SUBJECT TO THIS ORDER (CIRCLE ONE) 1 2 3 4 5 6 7 8 9 10 OR MORE		
ANSWER THE FOLLOWING FOR EACH PARENT CONSIDERED IN THE ORDER CALCULATION.	MOTHER	FATHER
Q2. APPROXIMATE % OF CHILD'S TIME WITH PARENT	%	%
Q3. IS INCOME IMPUTED? (CIRCLE ONE)	Y N	Y N
Q4. IS INCOME PRESUMED? (CIRCLE ONE)	Y N	Y N
Q5. IS PARENT RECEIVING TANF/CALWORKS AT THE TIME THE ORDER WAS ESTABLISHED?	Y N DK	Y N DK
Q6. MONTHLY GROSS INCOME (IF IMPUTED, ENTER THAT AMT; IF DON'T KNOW OR PRESUMED, ENTER DK)	\$	\$
Q7. MONTHLY NET INCOME (IF IMPUTED, ENTER THAT AMT; IF DON'T KNOW OR PRESUMED, ENTER DK)	\$	\$
Q8. WAS A HARDSHIP DEDUCTION APPLIED? <i>CHECK THE REASON FOR THE HARDSHIP DEDUCTION & PROVIDE THE AMOUNT BY REASON.</i>	Y N	Y N
a. <input type="checkbox"/> OTHER MINOR CHILDREN	\$	\$
b. <input type="checkbox"/> EXTRAORDINARY MEDICAL EXPENSES	\$	\$
c. <input type="checkbox"/> CATASTROPHIC LOSSES	\$	\$
Q9. IN ARRIVING AT NET INCOME, WAS THERE A SUBTRACTION FOR COURT-ORDERED CHILD SUPPORT, COURT-ORDERED SPOUSAL SUPPORT, OR VOLUNTARILY PAID CHILD SUPPORT SUBTRACTED THAT WAS NOT PART OF A HARDSHIP DEDUCTION? (If YES, NUMBER OF CHILDREN CONSIDERED IN CHILD SUPPORT BEING SUBTRACTED.)	Y N DK If YES, # OF CHILDREN = ____	Y N DK If YES, # OF CHILDREN = ____
Q10. WHICH PARENT IS THE OBLIGOR? (CHECK ONE)		
Q11. DOES OBLIGOR QUALIFY FOR LOW-INCOME ADJUSTMENT? (COMPLETE FOR PARENT THAT IS OBLIGOR ONLY) <i>TO QUALIFY, OBLIGOR NET MONTHLY INCOME MUST BE \$1,000 OR LESS.</i>	Y N	Y N
Q12. WAS THE LOW-INCOME ADJUSTMENT GRANTED? (COMPLETE FOR PARENT THAT IS OBLIGOR ONLY) <i>(IF YES, PUT IN THE MONTHLY ADJUSTMENT AMOUNT)</i>	Y N \$ _____	Y N \$ _____
Q13. IS THERE AN INCOME EXPENSE DECLARATION OR SIMPLIFIED FINANCIAL STATEMENT COMPLETED FOR THE PARENT? <i>IF SO, WHAT IS THE AMOUNT OF HIS OR HER RENT OR MORTGAGE AS INDICATED ON THE FORM?</i>	Y N \$ _____	Y N \$ _____
Q14. IS PARENT REPRESENTED BY AN ATTORNEY?	Y N	Y N
SECTION III: CHILD SUPPORT ORDER		
Q1. AMOUNT OF BASE SUPPORT ORDERED \$ _____ (PER) MONTH OTHER _____ <u>OR</u> RESERVED		
Q2. IS THIS THE GUIDELINE AMOUNT? (CIRCLE ONE) YES NO \$ _____ UNSTATED (GUIDELINE AMT)		
Q3. IF NO TO Q2, WHAT IS THE REBUTTING FACTOR? (CHECK APPLICABLE)		
<input type="checkbox"/> (1) SALE OF FAMILY RESIDENCE IS DEFERRED	<input type="checkbox"/> (2) EXTRAORDINARY HIGH INCOME	

- ☐ (3) PARENT NOT CONTRIBUTING COMMENSURATE TO CUSTODIAL TIME
- ☐ (4II) EQUAL CUSTODY, UNEQUAL HOUSING
- ☐ STIPULATION
- ☐ OTHER _____ (SPECIFY)

- ☐ (4I) DIFFERENT TIME SHARING ARRANGEMENTS
- ☐ (4III) CHILD HAS SPECIAL NEEDS
- ☐ UNJUST
- ☐ **UNSTATED**

Q4. PAYOR IS: (CIRCLE ONE) MOTHER FATHER

PLEASE COMPLETE REVERSE SIDE

Q5. ADDITIONAL CHILD SUPPORT

OWED BY:

(CIRCLE ONE)

MONTHLY AMOUNT OR %

(1) WORK- OR EDUCATION-RELATED CHILD-CARE COSTS

MOTHER FATHER

(2) CHILD'S UNINSURED HEALTH-CARE COSTS

MOTHER FATHER

(3) CHILD'S EDUC. COSTS OR SPECIAL NEEDS

MOTHER FATHER

(4) TRAVEL EXPENSES FOR VISITATION

MOTHER FATHER

(5) OTHER _____

MOTHER FATHER

Q6. CHECK ALL THAT ARE APPLICABLE

- ☐ MOTHER ☐ FATHER ... IS ORDERED TO COMPLETE JOB SEARCH
- ☐ MOTHER ☐ FATHER ... IS ORDERED TO PROVIDE HEALTH INSURANCE
- ☐ MOTHER ☐ FATHER ... DOES NOT HAVE HEALTH INSURANCE AVAILABLE AT REASONABLE COST AT THIS TIME
- ☐ MOTHER ☐ FATHER ...SHALL ASSIGN THE RIGHT OF REIMBURSEMENT FOR HEALTH INSURANCE TO THE OTHER PARENT

FORM COMPLETED BY: _____

ADDITIONAL COMMENTS/REMARKS

Exhibit A-3

Instructions for Case File Review

SECTION I: CASE INFORMATION					
QUESTION	INSTRUCTIONS/DESCRIPTION OF VARIABLE				
Q1. COUNTY	COUNTY THAT ENTERED CHILD SUPPORT ORDER. THIS MUST BE A COUNTY IN CALIFORNIA. IF THE ORDER ORIGINATES FROM ANOTHER STATE, IT DOES NOT QUALIFY FOR THE CASE FILE REVIEW.				
Q2. ORDER DATE	THIS IS THE DATE THE ORDER WAS ENTERED. IT MUST BE BETWEEN JANUARY 1, 1999, AND DECEMBER 31, 1999, TO QUALIFY FOR THE CASE FILE REVIEW.				
Q3. CASE NUMBER	THIS IS THE NUMBER ASSIGNED BY THE COURT.				
Q4. TYPE OF CASE	DA CASES REFERS TO AB 1058 CASES FILED BY THE DISTRICT ATTORNEY AS THE IV-D AGENCY IN 1999 OR CASES WHERE THE DISTRICT ATTORNEY HAS ESTABLISHED OR MODIFIED AN ORDER IN A CASE FILED IN 1999 OR IN A PRIOR YEAR. GENERALLY, IF FORM SERIES 1299 (GOVERNMENT) FORMS ARE USED, IT IS CONSIDERED A DA CASE.				
Q5. MODIFICATION OR NEW ORDER?	<i>MODIFICATION.</i> THERE SHOULD BE A MOTION OR A STIPULATION TO MODIFY IN THE CASE FILE. <i>NEW CASE.</i> THERE IS NO MOTION TO MODIFY. THE MOTION IS TO ENTER AN ORDER.				
Q6. ORDER TYPE	<i>DEFAULT.</i> THERE IS A REQUEST TO ENTER A DEFAULT ORDER IN THE FILE (FORM 1299.10). <i>STIPULATION.</i> THERE MUST BE A SIGNED STIPULATION OR AGREED TO STIPULATION AS INDICATED BY THE COURT. <i>CONTESTED.</i> THERE WAS A HEARING AND THE ORDER AMOUNT WAS DETERMINED BY THE COURT.				
SECTION II: PARENT INFORMATION					
QUESTION	INSTRUCTIONS/DESCRIPTION OF VARIABLE				
Q1. NUMBER OF CHILDREN	THIS IS THE NUMBER OF CHILDREN SUBJECT TO THE SUPPORT ORDER.				
Q2. APPROXIMATE % OF CHILD'S TIME WITH PARENT	THIS REFERS TO THE PERCENTAGE OF TIME USED TO CALCULATE THE ORDER AMOUNT. IF THERE IS A COMPUTER CALCULATION PRINTOUT, IT WILL BE A LINE ITEM IN THE PRINTOUT. IF A FORM 1296.31B IS COMPLETED, IT WILL BE IN BOX 2 OF PG 1. IT IS ALSO ON PG 4 OF INCOME AND EXPENSE DECLARATION. IF IT CANNOT BE DETERMINED, PLEASE PUT "DK" IN THE BOX TO INDICATE, "DON'T KNOW."				
Q3. IS INCOME IMPUTED? (CIRCLE ONE)	INCOME MAY BE IMPUTED FOR EITHER PARENT. INCOME MAY BE IMPUTED TO TANF/CALWORKS RECIPIENTS. IMPUTED AMOUNTS ARE FREQUENTLY IMPUTED AT MINIMUM WAGE AMOUNTS, WHICH ARE \$5.15 PER HOUR AT 40 HOURS PER WEEK (\$892 GROSS PER MONTH) OR \$7XX NET PER MONTH. INCOME MAY ALSO BE IMPUTED BASED ON THE PARENT'S EARNING CAPACITY (E.G., BASED ON PREVIOUS EMPLOYMENT).				
Q4. IS INCOME PRESUMED? (CIRCLE ONE)	INCOME MAY BE PRESUMED IF INCOME IS MISSING. THIS IS MORE LIKELY TO OCCUR IN DEFAULT ORDERS AND DA CASES. IT ALSO MAY BE NOTED ON FORM 1299.01 (SUMMONS & COMPLAINT) ON PAGE 2, BOX 6B OR DECLARATION FOR AMENDED PROPOSED JUDGMENT (FROM 1299.17, BOX 2A, PAGE 1) OR FORM 1299.13 (JUDGMENT REGARDING PARENTAL OBLIGATIONS) ON PAGE 1, BOX 3. IF INCOME IS PRESUMED, THE ORDER WILL BE ESTABLISHED AT THE FOLLOWING AMOUNTS.				
	NUMBER OF CHILDREN SUBJECT TO ORDER 1 2 3 4 5 6 7 8 9 10	ORDERS ESTABLISHED (07/01/1998 –06/30/1999) APPROX. PRESUMED INCOME \$1,920 \$1,974 \$1,958 \$2,030 \$2,140 \$2,308 \$2,432 \$2,610 \$2,850 \$3,155	AMOUNT OF ORDER \$381 \$624 \$775 \$920 \$1,049 \$1,180 \$1,296 \$1,412 \$1,531 \$1,662	ORDERS ESTABLISHED 07/01/1999 –06/30/2000 APPROX. PRESUMED INCOME \$1,966 \$2,020 \$2,005 \$2,080 \$2,192 \$2,365 \$2,490 \$2,672 \$2,922 \$3,235	AMOUNT OF ORDER \$ 390 \$ 639 \$ 793 \$ 942 \$1,074 \$1,208 \$1,327 \$1,445 \$1,567 \$1,701

Q5. IS PARENT CURRENTLY RECEIVING TANF/CALWORKS?	IF DA CASE, REVIEW COMPLAINT. IF THE COMPLAINT SEEKS SUPPORT FOR PERIODS PRIOR TO THE DATE THE COMPLAINT IS FILED, IT IS A WELFARE CASE. ALSO SOME COMPLAINTS WILL SPECIFY WHETHER THE CHILDREN ARE RECEIVING WELFARE. IF NON-DA CASE, REVIEW INCOME & EXPENSE DECLARATIONS OR SIMPLIFIED FINANCIAL STATEMENTS. THERE ARE BOXES ON BOTH FORMS TO SPECIFY WHETHER CHILDREN ARE RECEIVING PUBLIC ASSISTANCE. IF IT CANNOT BE IDENTIFIED THROUGH EITHER OF THESE SOURCES, PLEASE INDICATE 'DON'T KNOW' BY CIRCLING DK.
Q6. MONTHLY GROSS INCOME	IF IMPUTED, ENTER THAT AMT; IF DON'T KNOW OR PRESUMED, ENTER DK.
Q7. MONTHLY NET INCOME	IF IMPUTED, ENTER THAT AMT; IF DON'T KNOW OR PRESUMED, ENTER DK.
Q8. WAS A HARDSHIP DEDUCTION APPLIED?	HARDSHIP DEDUCTIONS MAY BE NOTED ON THE COMPUTER PRINTOUT OF THE GUIDELINE CALCULATION OR FORMS 1296.31B (BOX 4, PAGE 1). IF THERE ARE HARDSHIP DEDUCTION(S), CIRCLE "Y" TO INDICATE "YES" FOR THE PARENT RECEIVING THE HARDSHIP DEDUCTION. IF THERE IS NO HARDSHIP DEDUCTION, CIRCLE "N" FOR "NO."
Q8 A-C REASONS FOR HARDSHIP DEDUCTION	IF THERE IS A HARDSHIP DEDUCTION(S) AS INDICATED IN Q8, PLEASE CHECK OFF THE REASON(S) FOR THE HARDSHIP DEDUCTION AND THE AMOUNT APPLIED TO EACH REASON.
Q9. ADJUSTMENT FOR PRIOR ORDERS OR ADDITIONAL CHILDREN	ADJUSTMENTS FOR PRIOR ORDERS OR ADDITIONAL CHILDREN MAY BE NOTED ON THE COMPUTER PRINTOUT OF THE GUIDELINE CALCULATION OR LINE 12 OF THE INCOME AND EXPENSE DECLARATION OR LINE 8 FROM THE SIMPLIFIED FINANCIAL STATEMENT. THIS IS AN ADJUSTMENT OUTSIDE OF THE HARDSHIP DEDUCTION. IF THERE IS SUCH AN ADJUSTMENT, PLEASE INDICATE, "YES" BY CIRCLING, "Y." IF THE ADJUSTMENT IS FOR PRIOR OR SUBSEQUENT CHILDREN, INDICATE THE NUMBER OF CHILDREN INCLUDED. IF THE ADJUSTMENT IS FOR SPOUSAL SUPPORT, PUT, "0" FOR THE NUMBER OF CHILDREN.
Q10. WHICH PARENT IS THE OBLIGOR	THE OBLIGOR IS THE PARENT RESPONSIBLE FOR PAYING CHILD SUPPORT TO THE OTHER PARENT. IN SOME SITUATIONS (E.G., THIRD-PARTY CARE), BOTH PARENTS MAY BE OBLIGORS. IF THIS OCCURS, PLEASE NOTE THIS IN THE LAST SECTION WHERE THERE IS SPACE FOR ADDITIONAL COMMENTS.
Q11. DOES OBLIGOR QUALIFY FOR LOW-INCOME ADJUSTMENT?	TO QUALIFY, OBLIGOR NET MONTHLY INCOME MUST BE \$1,000 OR LESS.
Q12. WAS THE LOW-INCOME ADJUSTMENT GRANTED?	THE COURT MAY APPLY A LOW-INCOME ADJUSTMENT IF THE OBLIGOR'S NET MONTHLY INCOME IS \$1,000 OR LESS. THE AMOUNT OF THE ADJUSTMENT IS AT THE COURT'S DISCRETION. FAMILY CODE SECTION 4055 REQUIRES THAT THE COURT DOCUMENT SPECIFY THE AMOUNT OF THE ADJUSTMENT. IT WILL BE RECORDED ON THE COMPUTER PRINTOUT, FORM 1296.31B (BOX 5 ON PG 1), OR FORM 1299.22 (BOX 3D-3, PAGE 2). IF THERE IS NOTHING MENTIONED ABOUT A LOW-INCOME ADJUSTMENT IN THE ORDER, ASSUME THAT IT WAS NOT GRANTED AND CIRCLE, "No."

Q13. HAS AN INCOME & EXPENSE DECLARATION OR SIMPLIFIED FINANCIAL STATEMENT BEEN COMPLETED FOR THE PARENT? IF SO, WHAT IS THE AMOUNT OF HIS OR HER RENT OR MORTGAGE?	IF EITHER AN INCOME & EXPENSE DECLARATION OR SIMPLIFIED FINANCIAL STATEMENT IS IN THE FILE FOR THE PARENT, CIRCLE "Y" FOR "YES" FOR THAT PARENT. "RENT OR MORTGAGE" IS ASKED IN BOX 2.A(1) OF THE EXPENSE INFORMATION AND BOX 8G. OF THE SIMPLIFIED FINANCIAL STATEMENT. IF THERE IS NO INCOME & EXPENSE DECLARATION OR A SIMPLIFIED FINANCIAL STATEMENT IN THE FILE, LEAVE "RENT OR MORTGAGE" BLANK AND CIRCLE "N" TO DENOTE THEY ARE NOT AVAILABLE.
Q14. IS PARENT REPRESENTED BY AN ATTORNEY?	ATTORNEY REPRESENTATION MAY BE NOTED ON THE COMPUTER PRINTOUT OF THE GUIDELINE WORKSHEET CALCULATION OR ON THE TOP LEFT CORNER OF MOST FORMS. IF A DEFENDANT/RESPONDENT DEFAULTS AND DOES NOT FILE ANY PAPERS, ASSUME HE/SHE IS SELF-REPRESENTED (I.E., <i>PRO PER</i>). ASSUME THE CUSTODIAL PARENT IN DA ACTIONS IS SELF-REPRESENTED UNLESS THERE IS AN INDICATION IN THE FILE THAT COUNSEL REPRESENTS HIM OR HER (E.G., CUSTODIAL PARENT'S ATTORNEY SIGNS STIPULATION.)

SECTION III: CHILD SUPPORT ORDER

Q1. AMOUNT OF BASE SUPPORT ORDERED (NOT INCLUDING ADD-ONS)	ENTER BASE SUPPORT. IF ZERO ORDER AMOUNT, ENTER \$0. CHECK BOX IF ORDER IS RESERVED.
Q2. IS THIS THE GUIDELINE AMOUNT?	IF THE CHILD SUPPORT ORDERED DIFFERS FROM THE GUIDELINE AMOUNT (AS NOTED ON A DISSO MASTER, SUPPORT TAX, OR ANY OTHER CHILD SUPPORT CALCULATION DOCUMENT OR PLEADING), CIRCLE "NO" IN THE BOX GUIDELINE AMOUNT (YES/NO). IF THESE AMOUNTS ARE EQUAL, CIRCLE "YES." ALSO, PLEASE ENTER THE GUIDELINE AMOUNT.
Q3. IF NO TO Q2, WHAT IS THE REBUTTING FACTOR?	IF THE SUPPORT ORDER DIFFERS FROM THE GUIDELINE AMOUNT, LOOK FOR REBUTTING FACTORS NOTED IN THE ORDER. IF THERE ARE REBUTTING FACTORS, CHECK ALL OF THE APPLICABLE REASONS. IF NONE ARE STATED IN THE ORDER, CHECK THE LAST BOX, "UNSTATED."
Q4. PAYOR IS MOTHER OR FATHER?	CHECK EITHER THE "MOTHER" OR "FATHER." IF A THIRD PARTY IS PROVIDING CARE FOR THE CHILDREN, PLEASE NOTE WHO IS THE CUSTODIAN OF THE CHILD IN THE LAST SECTION OF THE SECOND PAGE WHERE THERE IS A SPACE FOR COMMENTS .
Q5. ADDITIONAL CHILD SUPPORT (6) WORK- OR EDUCATION - RELATED CHILD-CARE COSTS (7) CHILD'S UNINSURED HEALTH CARE COSTS (8) CHILD'S EDUC. COSTS OR SPECIAL NEEDS (9) TRAVEL EXPENSES FOR VISITATION (10) OTHER	INDICATE WHETHER THERE WERE ADD-ONS FOR ANY OF THESE SPECIAL FACTORS. CIRCLE WHICH PARENT OWES THE ADD-ON. ALSO PROVIDE THE MONTHLY DOLLAR AMOUNT OR PERCENTAGE OF THE ADD-ON. IF IT IS A DOLLAR AMOUNT, PLEASE INDICATE SO BY USING A \$ SIGN. IF IT IS A PERCENTAGE, PLEASE INDICATE SO BY USING A % SIGN. PLEASE NOTE WHAT THE "OTHER" EXPENSES ARE FOR IF STATED IN THE ORDER.
Q6. CHECK ALL THAT ARE APPLICABLE	
... IS ORDERED TO COMPLETE JOB SEARCH ... IS ORDERED TO PROVIDE HEALTH INSURANCE	PLEASE LEAVE BLANK IF YOU CANNOT DETERMINE.
... DOES NOT HAVE HEALTH INSURANCE AVAILABLE AT REASONABLE COST AT THIS TIME ...SHALL ASSIGN THE RIGHT OF REIMBURSEMENT FOR HEALTH INSURANCE TO THE OTHER PARENT	

DATA ANALYSIS

The information obtained from the case file reviews was entered into an Excel spreadsheet by PSI research staff. Summary and descriptive statistics were derived using the SPSS statistical software application. Table A-3 lists all the variables used for analysis.

Table A-3 Variables Used for Data Analysis			
Variable Number	Variable Label	Variable Type	Comments
1	Internal ID #	Numeric	Unique ID assigned
2	Q1. County	String	County that entered the order
3	Q2. Order date	Date	Must be between 1/1/99 and 12/31/99
4	Q3. Case #	Numeric	
5	Q4. Case type	String	DA or non-DA
6	Q5. Mod or new order	String	New or modified
7	Q6. Order type	String	Stipulation, default, contested
8	Q1. # of kids	Numeric	
9	Q2. MOM: % of time	Numeric	
10	Q3. MOM: inc. imputed	String	Yes/No/Don't Know
11	Q4. MOM: inc. presumed	String	Yes/No/Don't Know
12	Q5. MOM: on TANF?	String	Yes/No/Don't Know
13	Q6. MOM gross Income	Numeric	
14	Q7. MOM: net income	Numeric	
15	Q8. MOM: hardship applied	String	Yes/No/Don't Know
16	Q8: MOM: hardship reason	String	
17	Q8: MOM: hardship amt	Numeric	
18	Q9. MOM: additional dependents?	String	Yes/No/Don't Know
19	Q11. MOM: qualify for low-income adjustment	String	Yes/No/Don't Know
20	Q12. MOM: low-income adjustment applied?	String	Yes/No/Don't Know
21	Q13. MOM: income expense in file?	String	Yes/No
22	Q13. MOM: rent?	Numeric	Amount of rent or mortgage (monthly)
23	Q14. MOM: has attorney?	String	Yes/No/Don't Know
24	Q2. DAD: % of time	Numeric	
25	Q3. DAD: inc. imputed	String	Yes/No/Don't Know
26	Q4. DAD: inc. presumed	String	Yes/No/Don't Know
27	Q5. DAD: on TANF?	String	Yes/No/Don't Know
28	Q6. DAD gross income	Numeric	
29	Q7. DAD: net income	Numeric	
30	Q8. DAD: hardship applied	String	Yes/No/Don't Know

Table A-3 Variables Used for Data Analysis			
Variable Number	Variable Label	Variable Type	Comments
31	Q8: DAD: hardship reason	String	
32	Q8: DAD: hardship amt	Numeric	
33	Q9. DAD: additional dependents?	String	Yes/No/Don't Know
34	Q11. DAD: qualify for low-income adjustment?	String	Yes/No/Don't Know
35	Q12. DAD: low-income adjustment applied?	String	Yes/No/Don't Know
36	Q13. DAD: income expense in file?	String	Yes/No
37	Q13. DAD: rent?	Numeric	Amount of rent or mortgage (monthly)
38	Q14. DAD: has attorney?	String	Yes/No/Don't Know
39	Q1. Order amount	Numeric	Base order before add-ons
40	Q1. Reserved	String	Yes/No
41	Q2. Guideline applied	String	Yes/No/Unstated
42	Q2. Guideline amt	Numeric	
43	Q3. Rebutting factor	String	
44	Q4. Obligor is mother or father?	String	
45	Q5 (1) Child care owed by whom?	String	
46	Q5 (1) Amt of child care	Numeric	
47	Q5 (2) Child's uninsured costs owed by whom?	String	
48	Q5 (2) Amt of uninsured costs	Numeric	
49	Q5 (3) Child's education owed by whom?	String	
50	Q5 (3) Amt of child's education	Numeric	
51	Q5 (4) Visitation travel expenses owed by whom?	String	
52	Q5 (4) Amt of visitation expenses	Numeric	
53	Q5 (5) Other expenses owed by whom?	String	
54	Q5 (5) Other expenses are...?	String	
55	Q6. Job search ordered to?	String	
56	Q6. Health insurance ordered to?	String	
57	Q6. Health insurance not available to?	String	
58	Q6. Health insurance right	String	

Table A-3
Variables Used for Data Analysis

Variable Number	Variable Label	Variable Type	Comments
	assigned to?		
59	Completed by	String	Name of case file reviewer
60	Notes	String	Case notes
61	Reserved order	Numeric	1 = Yes 0 = No
62	Deviation	Numeric	1 = Yes 0 = No
63	Type of case	Numeric	1 = DA case 0 = non-DA case
64	Deviation reason	String	
65	Direction of deviation	Numeric	1 = Upward from guideline 0 = Downward
66	Amount of deviation	Numeric	% Amount of Deviation from Guideline
67	Mother income imputed	Numeric	1 = Yes 0 = No
68	Mother income presumed	Numeric	1 = Yes 0 = No
69	Father income imputed	Numeric	1 = Yes 0 = No
70	Father income presumed	Numeric	1 = Yes 0 = No
71	Obligor income imputed	Numeric	1 = Yes 0 = No
72	Obligor income presumed	Numeric	1 = Yes 0 = No
73	Mother's wage bracket gross	Numeric	1 = <= \$1,000 2 = >\$1,000 and <=\$1,500 3 = >\$1,500 and <=\$2,000 4 = >\$2,000 and <=\$3,000 5 = >\$3,000
74	Mother's wage bracket net	Numeric	
75	Father's wage bracket gross	Numeric	
76	Father's wage bracket net	Numeric	
77	Obligor's wage bracket gross	Numeric	
78	Obligor's wage bracket net	Numeric	
79	Obligee's wage bracket gross	Numeric	
80	Obligee's wage bracket net	Numeric	
81	Obligor gross income	Numeric	
82	Obligor net income	Numeric	
83	Obligee gross income	Numeric	
84	Obligee net income	Numeric	
85	Total gross income	Numeric	
86	Total net income	Numeric	
87	Obligor % of total gross income	Numeric	
88	Obligor % of total net income	Numeric	
89	Obligee income imputed	Numeric	1 = Yes 0 = No
90	Obligee income presumed	Numeric	1 = Yes 0 = No
91	Mom represented by attorney	Numeric	1 = Yes 0 = No
92	Dad represented by attorney	Numeric	1 = Yes 0 = No

Table A-3 Variables Used for Data Analysis			
Variable Number	Variable Label	Variable Type	Comments
93	Obligor represented by attorney	Numeric	1 = Yes 0 = No
94	Obligee represented by attorney	Numeric	1 = Yes 0 = No
95	Number of children	Numeric	1=1, 2=2, 3=3 or more children
96	Order amount as a % of obligor net income	Numeric	Variable 39 / Variable 82

DATA AVAILABILITY

Table A-4 depicts the availability of the data elements analyzed. An indication that information for a specific data element is missing on a case may be the result of a field on a worksheet that is not complete. For example, a case file may indicate that the guideline was not applied but may not actually have a reference to what the prescribed guideline amount was. Therefore, the field for “Guideline Amount” would be missing in the data analysis.

Table A-4 DATA AVAILABILITY		
Data Element	% Missing	
Q1. County	0.0%	
Q2. Order date	1.0%	
Q3. Case #	0.0%	
Q4. Case type	0.0%	
Q5. Mod or new order	4.6%	
Q6. Order type	0.0%	
Q1. # of kids	4.1%	
Data Element	% of Father's Information Missing	% of Mother's Information Missing
Q2. Percent of time with parent	51.2%	51.0%
Q3. Income imputed	28.4%	31.1%
Q4. Income presumed	27.4%	32.3%
Q5. Parent on TANF	53.4%	57.4%
Q6. Gross income	49.8%	52.0%
Q7. Net income	60.1%	60.1%
Q8. Hardship deduction applied	36.7%	38.3%
Q8: Reason for hardship deduction	86.7%	41.2%
Q8: Amount of hardship deduction	0.0%	8.3%
Q9. Adjustment for additional dependents	54.2%	55.7%
Q11. Parent qualifies for low-income adjustment	50.8%	74.5%

**Table A-4
DATA AVAILABILITY**

Data Element	% Missing	
Q12.Low-income adjustment applied	43.6%	75.1%
Q13.Income expense in file?	6.5%	6.5%
Q13.Rent?	80.1%	74.8%
Q14. Parent represented by attorney?	3.0%	5.1%
Data Element	% Missing	
Q1. Order amount	20.6%	
Q1. Reserved	10.7%	
Q2. Guideline applied	46.5%	
Q2. Guideline amt	91.6%	
Q3. Rebutting factor	24.7%	
Q4. Obligor is mother or father?	1.4%	
Data Element	% of Cases With Add-On or Special Factor	
Q5 (1) Child care owed by whom?	10.6%	
Q5 (2) Child's uninsured costs owed by whom?	31.6%	
Q5 (3) Child's education owed by whom?	2.7%	
Q5 (4) Visitation travel expenses owed by whom?	.2%	
Q5 (5) Other expenses owed by whom?	4.2%	
Q6. Job search ordered to?	.5%	
Q6. Health insurance ordered to?	70.6%	
Q6. Health insurance not available to?	1.2%	
Q6. Health insurance right assigned to?	3.0%	

